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**U. S. DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
NORTH CENTRAL DIVISION**

AUG 25 1938

U. S. Department of Agriculture

**INSTRUCTIONS RELATIVE TO HANDLING SUM-  
MARIES OF PERFORMANCE AND APPLICATIONS  
FOR PAYMENT UNDER THE 1938 AGRICUL-  
TURAL CONSERVATION PROGRAM IN THE  
NORTH CENTRAL REGION****PART I. GENERAL PLAN**

After Forms NCR-220, Summaries of Performance, and forms NCR-220A, Supplements to the Summaries of Performance, are completed in the county office, such forms will be transmitted to the State office where they will be checked for completeness and accuracy. Thereafter, Form NCR-225, Farm Computation Sheet, and where necessary NCR-225A, Supplement to the Farm Computation Sheet, will be prepared for each farm, and Form NCR-226, Application for Payment for One Farm, or Forms NCR-227 and NCR-227A, Application for Payment for More Than One Farm, will be prepared for each applicant. NCR-225 and NCR-225A will be prepared on the basis of data shown on Forms NCR-220 and NCR-220A, and the amount of payment computed for each applicant together with the basic agricultural data for the farm will be entered on a separate application for payment for each owner, operator, and sharecropper on the farm. Applications for payment together with farm computation sheets will then be transmitted to the county office. After applications for payment have been signed by the applicants and certified by the county committee they will be transmitted by the county office to the State office where they will be certified for payment, if found to be regular in every respect.

Summaries of performance, supplements to the summaries of performance, and applications for payment which are found to be incomplete or incorrect will be returned to the county office for completion or correction.

**PART II. INSTRUCTIONS FOR PREPARATION OF LISTS  
OF NAMES OF PERSONS ELIGIBLE TO EXECUTE  
APPLICATIONS FOR PAYMENT**

In order that the State office may determine when all summaries of performance have been received for a person in a county and determine the status of any summary of performance or application for payment, two lists of names of persons eligible to execute applications for payment must be prepared in the county office. One list shall be prepared on Form NCR-222, entitled "List of Names of



Persons Eligible to Execute an Application for Payment With Respect to Only One Farm." There will be listed on NCR-222 in alphabetical order the names of all persons who are entitled to share in the soil-depleting crops other than sugar beets or who contributed to the carrying out of soil-building practices on only one farm in the county. The other list shall be prepared on Form NCR-222A, entitled "List of Names of Persons Eligible to Execute an Application for Payment with Respect to More Than One Farm." There will be listed on NCR-222A in alphabetical order the names of all persons who are entitled to share in the soil-depleting crops other than sugar beets or who contributed to the carrying out of soil-building practices on more than one farm in the county. These lists will be prepared as soon as possible after the completion of section IV of the farm reports for all farms in the county. Since the data included in section IV of the farm report are necessary to determine a person's eligibility for payment, such data must be checked to insure accuracy and completeness.

#### PREPARATION OF CARD FILE

In order that the county office may have adequate records from which to prepare NCR-222 and NCR-222A, a card file must be prepared as hereinafter set forth.

When it is determined that the data in section IV of the farm reports are complete and correct, clerical assistants in the county office shall prepare a 3- by 5-inch card for *each person* whose name appears in section IV, column (a) of each farm report which does not bear in section I thereof the notation "No inspection desired." There shall be entered on each of such cards the minor civil division code and farm number, the name of the person for whom the card is prepared, the number of farms in the county, and the number of farms in other counties in the State, with respect to which such person shares in the soil-depleting crops other than sugar beets, or contributes to the carrying out of soil-building practices. The number of farms in other counties in the State shall be entered in red. If the owner or operator of a farm is represented by an agent the card shall be prepared in the name of such owner or operator and the name and title of the agent shall be entered on the card beneath the name of such owner or operator. If the owner or operator of a farm is an estate the card shall be prepared in the name of the estate and the name and title of the administrator or executor, or the names of the heirs of the estate, as the case may be, shall be entered on the card beneath the name of the estate. If the owner or operator of a farm is an incompetent, the card shall be prepared in the name of the incompetent and the name and title of the guardian shall be entered on the card beneath the name of the incompetent. Cards for persons acting in other representative or fiduciary capacities shall be prepared in a similar manner. The notation "O. K." shall be entered on each card prepared from a farm report which does not bear the notation "No inspection desired." A check mark (✓) shall be entered on the "master office record form" for each person for whom a card has been prepared. Thereafter additional cards shall be prepared for each owner and operator listed on the "master office record form" opposite whose names no check mark has been entered.



Where a card for any person is prepared from data on the "master office record form" and it is known by the county committee that the farm owned or operated by such person is operated with the aid of sharecroppers, the names of such sharecroppers shall be ascertained, and a card shall be prepared for each of such sharecroppers. In preparing cards from the "master office record form" for any person, enter the number of farms in the county and the number of farms in other counties in the State in which such person has an interest. This information should be obtained from the best available source in the county office. The notation "O. K." shall not be entered at this time on cards prepared from the "master office record form."

After the cards have been prepared they shall be arranged in alphabetical order. There should be as many cards for a person as there are farms in the county in which such person has an interest. To determine that the proper number of cards have been prepared, count such cards and compare the total obtained with the total of "farms in the county" as entered on each of such person's cards. The cards for any person who has an interest in more than one farm in the county shall be arranged in order by minor civil division code and farm number.

After the card file has been so arranged the cards bearing the notation "O. K." shall be separated from the cards which do not bear the notation "O. K." The cards which do not bear the notation "O. K." shall be checked against Forms NCR-216, Request for Inspection. If an NCR-216 has been received for a person whose name appears on a card which does not bear the notation "O. K.," determine whether a farm report has been prepared for each farm in the county in which such person has an interest. If a farm report has not been prepared for any of such farms, prepare a farm report for such farm in accordance with the instructions set forth in NCR-215. Thereafter, enter the notation "O. K." on the card for each person whose name appears in section IV of the farm reports so prepared. If a card has not been prepared for any person whose name appears on such farm reports, prepare such card and enter thereon the notation "O. K." All cards shall again be arranged in alphabetical order and divided into three groups. The first group shall contain the cards for those persons whose names appear on only one card, which card bears the notation "O. K." The second group shall contain the cards for those persons whose names appear on more than one card, all of which cards bear the notation "O. K." The third group shall contain (1) the cards for those persons whose names appear on only one card, which card does not bear the notation "O. K." and (2) the cards for those persons whose names appear on more than one card, one or more of which cards do not bear the notation "O. K."

If the card file has been properly prepared and if the notation "O. K." has been entered in accordance with instructions contained herein, it will be possible to determine from the card file the name of each person who is eligible to execute an application for payment and the farm numbers of all farms with respect to which such person may execute an application for payment.



### PREPARATION OF FORM NCR-222

Form NCR-222 shall be prepared in duplicate after completion of the card file. The first group of cards shall be used in the preparation of NCR-222. The State and county code, the name of the State, the name of the county, and the sheet number shall be entered at the top of NCR-222. The number "1" shall be assigned to the first sheet and subsequent sheets thereof shall be numbered consecutively.

Using the card file as a guide, enter in column (b) the name of each person for whom only one card was prepared and on which card the notation "O. K." appears. Do not enter the name of any person whose card does not bear the notation "O. K."

Enter in column (c) the minor civil division code and farm number for the farm. The minor civil division code shall be entered first and separated from the farm number by a dash. For example, "2-146" will mean minor civil division number 2, farm No. 146. Enter in column (d) the number of farms in other counties in the State in which such person has an interest. This figure may be obtained from the card prepared for such person.

After the names, minor civil division codes and farm numbers have been listed on NCR-222, enter in column (a) the serial number assigned to the application for payment which will be prepared for each person. Serial number "1" shall be entered opposite the first name on the first sheet and serial numbers shall be assigned consecutively to the other persons whose names are listed until a number has been entered opposite every name. The names of coowners or cooperators shall be considered as one name and a serial number shall be entered only opposite the name of the first of such coowners or cooperators, as the case may be.

The original of NCR-222 must be transmitted to the State office either before or at the time the first transmittal of Forms NCR-220 and NCR-220A is forwarded to the State office. The copy of NCR-222 shall be retained in the county office.

### PREPARATION OF FORM NCR-222A

When NCR-222 has been completed NCR-222A shall be prepared in triplicate. The second group of cards shall be used in the preparation of NCR-222A. The State and county code, the name of the State, the name of the county, and the sheet number shall be entered at the top of NCR-222A. The number "1" shall be assigned to the first sheet and subsequent sheets thereof shall be numbered consecutively.

Enter in column (b) the name *and address* of each person for whom more than one card was prepared and on all of which cards the notation "O. K." appears. Do not enter the name and address of any person if one or more of the cards for such person do not bear the notation "O. K."

Enter in column (c) the number of farms in other counties in the State in which such person has an interest. This figure may be obtained from any one of the cards prepared for such person.

Count the cards prepared for such person and enter the total in column (d).



Enter in columns (e) to (i), inclusive, the minor civil division codes and farm numbers listed on the cards prepared for such person. If a person has an interest in more than five farms in the county, two or more lines may be used to list the minor civil division codes and farm numbers for such person.

After the names, addresses, minor civil division codes and farm numbers have been listed on NCR-222A, enter in column (a) the serial number which will be assigned to the application for payment prepared for each person. Serial number "7001" shall be entered opposite the first name on the first sheet and serial numbers shall be assigned consecutively to other persons whose names are listed until a number has been entered opposite every name. The names of coowners or cooperators shall be considered as one name and a serial number shall be entered only opposite the name of the first of such coowners or cooperators, as the case may be. If no person in the county is eligible to execute an application for payment with respect to more than one farm, an NCR-222A shall be prepared and the word "None" shall be entered thereon.

The original and first copy of Form NCR-222A shall be transmitted to the State office at the time NCR-222 is transmitted. The second copy of NCR-222A shall be retained in the county office.

#### CORRECTION OF FORMS NCR-222 AND NCR-222A

Since the purposes of Forms NCR-222 and NCR-222A are to assure the use of the proper application form, to assure the inclusion of all farms in a county in which a person has an interest on one application form, and to aid the State office in determining when all summaries of performance have been received for all farms in the county in which a person has an interest, accuracy and completeness of these forms are absolutely essential. If changes or additions are necessary after Forms NCR-222 and NCR-222A have been forwarded to the State office, the State office shall be notified promptly in the manner hereinafter set forth.

If it is discovered that one or more names were inadvertently omitted from NCR-222 or NCR-222A, a supplemental sheet of the applicable form listing such name or names must be prepared. If a name was listed on NCR-222 when such name should have been listed on NCR-222A, it will be necessary to prepare a supplemental sheet of NCR-222A listing the name and address of such person. If a name was listed on NCR-222A when such name should have been listed on NCR-222 it will be necessary to prepare a supplemental sheet of NCR-222 listing the name of such person. In either case the word "Supplement" shall be typed above the title of the supplemental form. Otherwise, the form shall be prepared in the regular manner. Serial numbers and sheet numbers shall be assigned in the same series as those used for the regular Forms NCR-222 and NCR-222A. For example, if the number of the last sheet of NCR-222 was "35" the first sheet of the supplemental NCR-222 shall be assigned the number "36." If the last name on NCR-222 was assigned the serial number "1219" the first name on the first sheet of the supplemental NCR-222 shall be assigned the serial number "1220." More than one name may be included on the same supplemental form. A memo-



random indicating the reason for the inclusion of each name on the supplemental form must accompany such supplemental form when it is submitted to the State office. In those cases where the change involves the transfer of a name from NCR-222 to NCR-222A or a transfer of a name from NCR-222A to NCR-222, the memorandum shall contain a request that the State office delete such name from the previous list submitted to the State office. Each memorandum listing corrections to be made on NCR-222 or NCR-222A shall be headed by the reference "Re: Correction on NCR-222" or "Re: Correction on NCR-222A," as the case may be.

If it is determined that a person whose name was listed on Form NCR-222A is eligible to execute an application for payment for a farm or farms in addition to those for which farm numbers have been listed on NCR-222A, the State office shall be advised of such fact by memorandum and requested to insert the farm number for each such additional farm on NCR-222A. No supplemental NCR-222A should be prepared in such case.

If it is determined that a person whose name was listed on NCR-222A is not eligible to execute an application for payment for a farm or farms for which farm numbers were listed on NCR-222A, the State office shall be advised of such fact by memorandum and requested to delete the farm number for each such farm from NCR-222A. No supplemental NCR-222 should be prepared in such case unless the change involves a transfer of such person's name from NCR-222A to NCR-222.

If it is determined that a person is eligible to execute an application for payment for a farm or farms in addition to that for which a farm number was listed on NCR-222, the State office shall be advised of this fact by memorandum and a supplemental NCR-222A shall be prepared.

If it is determined that a person whose name was listed on NCR-222 is not eligible to execute an application for payment with respect to the farm for which a farm number was listed on NCR-222, the State office shall be advised of this fact by memorandum and requested to delete the name of such person and the farm number for such person from NCR-222. No supplemental NCR-222 should be prepared in such case.

If a person whose name was listed on NCR-222 or NCR-222A dies, and it is determined that an administrator or executor or the heirs of the deceased are eligible to execute an application for payment with respect to the farms in which such person had an interest, the appropriate card in the card file shall be corrected to show the name of such administrator, executor, or heirs. A memorandum setting forth the facts of the case shall be forwarded to the State office together with a request that the necessary substitution of names be made on the NCR-222 or NCR-222A on file in the State office. The memorandum must include the address of the administrator, executor, or heirs of the estate, as the case may be. No supplemental NCR-222 or NCR-222A shall be prepared in such cases.

If a person whose name was listed on NCR-222 or NCR-222A is adjudged incompetent, or if a person whose name was listed on NCR-222 or NCR-222A as administrator, executor, trustee, guardian, committee, receiver, conservator, or other fiduciary is discharged



from his representative capacity the card for such person shall be corrected and the State office shall be notified with respect to the corrections to be made on NCR-222 or NCR-222A, in a manner similar to that set forth in the preceding paragraph.

### **PART III. INSTRUCTIONS FOR TRANSMITTING SUMMARIES OF PERFORMANCE TO THE STATE OFFICE**

The first transmittal of summaries of performance shall consist of not less than 25 percent of the total number of summaries of performance for the county. The number of subsequent transmittals which may be made shall be fixed by the State committee. All supplements to the summaries of performance shall be attached to the corresponding summaries of performance when transmitted to the State office. If the serial number to be assigned to the application for payment for any person has not already been entered in section I, column (a) of the summary of performance opposite the name of such person, the serial number for such person shall be obtained from NCR-222 or NCR-222A and entered. If the name of any person appearing in section I, column (b) of the summary of performance does not appear on NCR-222 or NCR-222A the records in the county office shall be examined to determine whether such person is eligible to execute an application for payment. If such person is eligible to execute an application for payment a supplemental sheet of NCR-222 or NCR-222A shall be prepared and the serial number assigned to such person shall be entered on the summary of performance. If any person whose name appears in section I, column (b) of the summary of performance is not eligible to execute an application for payment an "X" shall be entered in section I, column (a) of the summary of performance opposite the name of such person in lieu of a serial number. At the time serial numbers are obtained from NCR-222 or NCR-222A the names shown on NCR-222 and the names and addresses shown on NCR-222A shall be checked to the corresponding names and addresses on the summaries of performance. Corrections which are necessary to make such names and addresses the same shall be made. If NCR-222 and NCR-222A have been submitted to the State office, the State office shall be advised of the corrections to be made on NCR-222 or NCR-222A in the manner heretofore set forth. If NCR-222 and NCR-222A have not been submitted to the State office, any necessary corrections shall be made on NCR-222 and NCR-222A before submission to the State office.

When a sufficient number of summaries of performance have been completed and checked and are ready for transmittal to the State office, Form NCR-224 entitled "Transmittal Sheet for Summaries of Performance," shall be prepared in triplicate. All data on NCR-224 shall be typed. Enter at the top of the form the State and county code, the name of the State, the name of the county, and the sheet number. The number "1" shall be assigned to the first sheet prepared and subsequent sheets thereof shall be numbered consecutively. The sheets of NCR-224 in a second or subsequent transmittal shall be numbered beginning with the number next succeeding the last sheet number in the previous transmittal. For example, if there were three sheets in the first transmittal, the first sheet in the second transmittal



shall be assigned sheet No. 4. Enter in the first space on the line beneath the name of the State the number of sheets of NCR-224 being transmitted; enter in the second space the number of the first sheet being transmitted; and enter in the third space the number of the last sheet being transmitted. For example, if sheets 11, 12, 13, and 14 are being transmitted, the line beneath the name of the State shall read, "Number of sheets included in transmittal 4, numbered 11 to 14, inclusive."

Arrange the summaries of performance which are ready for transmittal by minor civil division code and farm number order and list the minor civil division code and farm numbers in section I of NCR-224. Not more than 100 farm numbers shall be listed on one sheet of NCR-224. If there are more than 50 summaries of performance for any minor civil division the farm numbers of such summaries of performance should not be listed on the same sheet of NCR-224 with the farm numbers of summaries of performance for other minor civil divisions, unless the total number of summaries of performance for two or more minor civil divisions is not more than 100 in which case the farm numbers for the summaries of performance for such minor civil divisions may be listed on the same sheet of NCR-224. For example, if there are ready for transmittal 100 summaries of performance for minor civil division number 1, 125 for minor civil division number 2, 45 for minor civil division number 3, and 50 for minor civil division number 4, the farm numbers for the summaries of performance for minor civil division number 1 should be listed on sheet number 1 of NCR-224; approximately one-half of the farm numbers for the summaries of performance for minor civil division number 2 should be listed on sheet number 2 of NCR-224 and the remainder on sheet number 3 of NCR-224; and the farm numbers for the summaries of performance for minor civil division number 3 and minor civil division number 4 should be listed on sheet number 4 of NCR-224. Enter in the first space in the last line of section I of each sheet of NCR-224 the total number of farm numbers listed in such section I. Make no further entries on NCR-224.

The originals of NCR-220 and NCR-220A, and the original and first copy of NCR-224 shall be forwarded to the State office. As heretofore indicated, the originals of NCR-222 and the originals and first copies of NCR-222A shall be forwarded to the State office at the time or prior to the time of forwarding the first transmittal of summaries of performance to the State office.

In the event an error is discovered in a summary of performance after such summary of performance has been transmitted to the State office, the State office shall be notified of such error by means of a memorandum explaining the nature of the correction desired and the reasons therefor. Reference shall be made to the minor civil division code and farm number of the summary of performance and to the sheet number of the NCR-224 on which the farm number of such summary of performance was listed in order that the incorrect summary of performance may be readily located. If it is deemed advisable, a corrected summary of performance may be submitted with the memorandum to replace the incorrect summary of performance.



## HANDLING SUSPENDED SUMMARIES OF PERFORMANCE

All data appearing on summaries of performance and supplements thereto will be carefully checked in the State office. If an error in computation or an error in transferring data from the listing sheet to the summary of performance is found, the incorrect summary of performance will be returned to the county office for correction. Each correction made on a summary of performance or supplement thereto shall be initialed by the member of the county committee who signed the form.

Summaries of performance which have been returned to the county office for correction shall not be listed on the same sheet of NCR-224 with summaries of performance which are being transmitted to the State office for the first time. The word "Corrected" shall be entered above the title of NCR-224 to indicate that the summaries of performance listed thereon have been previously transmitted to the State office. Otherwise the form shall be prepared in the regular manner. Sheet numbers shall be assigned in the same series as that used for regular Forms NCR-224. Insofar as practicable, all summaries of performance which were returned to the county office for correction shall be returned to the State office at the same time. If a new summary of performance is prepared to replace a summary of performance which was returned to the county office for correction, both forms shall be forwarded to the State office at the same time. There shall be entered on the old summary of performance the words "Replaced by corrected summary of performance."

## PART IV. INSTRUCTIONS FOR HANDLING APPLICATIONS FOR PAYMENT RECEIVED FROM THE STATE OFFICE

After applications for payment have been prepared in the State office and the amounts of payments to be made thereunder have been computed and entered thereon, the originals and two copies of such applications for payment will be transmitted to the county office for the signatures of applicants and the certification of the county committee. Such applications for payment will be accompanied by Form NCR-229, "Transmittal Sheet for Applications for Payment," on which will be listed the serial numbers of such applications for payment. The serial numbers listed on NCR-229 and the serial numbers on the applications for payment shall be checked to determine that all applications for payment, the serial numbers of which are listed on NCR-229, are present and that the serial numbers of all applications for payment which are present, are listed on NCR-229. The State office shall be advised by memorandum of any discrepancies which are found.

There will also be transmitted to the county office copies of farm computation sheets on which will be indicated the payments earned by the persons who have an interest in the farms covered by the farm computation sheets. Such farm computation sheets will be accompanied by Form NCR-228, "Transmittal Sheet for Farm Computation Sheets" on which will be listed the farm numbers of such farm



computation sheets. The farm numbers listed on NCR-228 and the farm numbers on the farm computation sheets shall be checked to determine that all farm computation sheets, the farm numbers of which are listed thereon, are present and that the farm numbers of all farm computation sheets which are present, are listed on NCR-228. The State office shall be advised by memorandum of any discrepancies which are found.

The original of the application for payment shall be returned to the State office after it has been signed by the applicant and certified by a member of the county committee; one copy shall be retained in the county office, and the other copy shall be delivered to the applicant. The copies of the farm computation sheets shall be filed in the county office with the copies of the corresponding summaries of performance. The copies of the farm computation sheets may be used to explain to any applicant, the manner in which his payment was computed.

Community meetings shall be held where practicable for the purpose of obtaining signatures on applications for payment. The notices of such meetings should emphasize the fact that it is not contemplated that any adjustments in basic data will be permitted after the applications for payment are signed and that the applicants should come prepared to check the accuracy of the data appearing on their applications for payment. Applications for payment which are not signed at community meetings and which are mailed to applicants for signatures must be accompanied by a letter containing the following:

Mr. \_\_\_\_\_,  
\_\_\_\_\_,  
\_\_\_\_\_.

DEAR COOPERATOR: Enclosed herewith are the original and two copies of your proposed application for payment under the 1938 Agricultural Conservation Program covering the farm or farms in this county in which you have an interest. Please sign all three copies in ink or indelible pencil in the space indicated by a check mark (✓); enter the date of signing and return the original and one copy to Mr. \_\_\_\_\_, Chairman, \_\_\_\_\_ County Agricultural Conservation Association, \_\_\_\_\_.

Before signing this application for payment you should carefully examine the data shown thereon. The payment computed for your participation in the 1938 Agricultural Conservation Program in this county, if you have an interest in only one farm in the county, is shown in section IV, item 7 of NCR-226. The payment computed for your participation in the 1938 Agricultural Conservation Program in this county, if you have an interest in more than one farm in this county, is shown in section V, item 7 (h) of NCR-227A. If data for all farms in this county in which you have an interest are not included in the application for payment or if you have evidence showing that the payment or other data are not correct, please forward such evidence to this office immediately, in order that any necessary corrections may be made before you sign the application for payment. *It is not contemplated that any claims for change in basic data will be allowed after the application for payment is signed.*

In signing your name please use the same spelling as that in the printed name unless your name as printed has been incorrectly spelled, in which case you should sign your name correctly and advise this office of the error in your printed name. If your printed name includes a middle initial, full middle name, no middle initial, or no middle name, your written signature should include a middle initial, middle name, no middle initial, or no middle name, as the case may be. If your correct address is not shown on the application for payment, notify this office of your correct address at the time your signed application for payment is returned to this office.



Do not make any change in any figures, in your printed name, or in your address as shown on the application for payment, as any such change may delay your payment.

Very truly yours,

Chairman, ----- County Agricultural Conservation Association.

After applications for payment have been properly signed they shall be certified by a member of the county committee who shall sign in section VI of NCR-226 and section VII of NCR-227A. Such signatures shall be in ink or indelible pencil.

If it is noted that a correction has been made in any entry on NCR-226, NCR-227, or NCR-227A, such correction shall be initialed by the member of the county committee who certified the application for payment.

If it is determined that there is an error in the printed name or in the address of the applicant as shown on the application for payment, the necessary corrections shall be made. Such corrections shall be initialed in the manner indicated above.

Insofar as practicable all applications for payment which are received from the State office in the same transmittal shall be returned to the State office at the same time. When applications for payment have been signed by the applicants and certified by a member of the county committee, Form NCR-230, "Transmittal Sheet for Applications for Payment" shall be prepared in triplicate. All data on NCR-230 shall be typed. Enter at the top of the form the State and county code, the name of the State, the name of the county, and the sheet number. The number "1" shall be assigned to the first sheet and subsequent sheets thereof shall be numbered consecutively. The sheets of NCR-230 in a second or subsequent transmittal shall be numbered beginning with the number next succeeding the last sheet number in the previous transmittal. For example, if there were three sheets in the first transmittal, the first sheet in the second transmittal shall be assigned sheet No. 4. Enter in the first space on the line beneath the name of the State the number of sheets of NCR-230 being transmitted; enter in the second space the number of the first sheet being transmitted; and enter in the third space the number of the last sheet being transmitted. For example, if sheets 5, 6, and 7 are being transmitted, the line beneath the name of the State shall read "Number of sheets included in transmittal 3, numbered 5 to 7, inclusive.

Arrange the applications for payment which are ready for transmittal in serial number order and list the serial numbers in section I of NCR-230. Enter in the space in the last line of section I of each sheet of NCR-230 the total number of serial numbers listed in such section I. Not more than 50 applications for payment shall be listed on one sheet of NCR-230. Make no further entries on NCR-230.

When NCR-230 has been completed and checked, the originals of the applications for payment, together with the originals and first copies of NCR-230 shall be forwarded to the State office. The second copy of NCR-230 and a copy of each application for payment shall be retained in the county office.



## **HANDLING SUSPENDED APPLICATIONS FOR PAYMENT**

All applications for payment will be checked upon their return to the State office. If it is found that an error has been made, a correction has not been properly initialed, or a signature has been omitted or improperly affixed, the application for payment will be suspended and returned to the county office for correction. A memorandum indicating the nature of the error will accompany the suspended applications for payment. Corrections shall be initialed in the manner heretofore set forth.

Applications for payment which have been returned to the county office for correction must *not* be listed on the same sheet of NCR-230 with applications for payment which are being transmitted to the State office for the first time. The word "Corrected" shall be entered above the title of NCR-230 to indicate that the applications for payment listed thereon have been previously transmitted to the State office. Otherwise, the forms shall be prepared in the regular manner. Sheet numbers shall be assigned in the same series as that used for regular applications for payment. Insofar as practicable, all applications for payment which were returned to the county office for corrections shall be returned to the State office at the same time.

## **PART V. INSTRUCTIONS FOR MAILING SUMMARIES OF PERFORMANCE, APPLICATIONS FOR PAYMENT, AND RELATED FORMS**

If the forms to be mailed weigh less than 4 pounds, such forms may be sent by the United States Postal Service without charge if it is indicated on the package that the Government free mailing privilege is being used. If the forms to be mailed weigh 4 pounds or more they should be sent by parcel post, in which case the postage shall be prepaid. All forms which are being mailed to applicants may be mailed without charge in envelopes of the Agricultural Adjustment Administration. However, under no circumstances shall envelopes of the Agricultural Adjustment Administration be sent to applicants for the return of such forms.

## **PART VI. INSTRUCTIONS FOR HANDLING CASES INVOLVING UNDELIVERED CHECKS, LOST CHECKS, DECEASED OR INCOMPETENT APPLICANTS, ADJUSTMENTS, AND REFUNDS**

### **CASES INVOLVING UNDELIVERED CHECKS**

Checks issued to applicants under the 1938 Agricultural Conservation Program must be returned to the Regional Disbursing Office which issued such checks under any of the following circumstances:

- (1) Failure to deliver check to payee within 21 days following the receipt thereof in the county office.
- (2) Death or incompetency of payee.
- (3) Refusal of payee to accept check.
- (4) Improper designation of payee's name on the check.
- (5) Amount of check differs from that shown on ACP-75.
- (6) Amount of check exceeds amount due payee.



- (7) Question as to right of payee to receive check.
- (8) Payee indebted to the Agricultural Adjustment Administration.
- (9) Request by State office for return of check.

Each such check returned to the Regional Disbursing Office shall be accompanied by a letter signed by the treasurer of the county association or by a member of the county committee indicating the reason or reasons for the return of such check and a copy of such letter shall be forwarded to the State office at the same time. Reference should be made in this letter to the name of the applicant, the State and county code and serial number of the application for payment under which the check was issued, the administrative number of the ACP-75 on which the check was listed, and the check number of the check.

Checks which are mailed to payees in the window envelopes provided by the Treasury Department and which are not delivered to the payees due to incorrect or insufficient address will be returned to the regional disbursing office which issued such checks.

If a payee is located or decides to accept his check after it has been returned to the regional disbursing office, it will be necessary that such payee submit to the State office a request for the return of the check before the State office will authorize the regional disbursing office to forward the check to the payee. Such request must be signed by the payee and shall make reference to the State and county code and serial number of the application for payment under which the check was issued, the administrative number of the ACP-75 on which the check was listed, the check number and amount of the check, and the present address of the payee.

#### CASES INVOLVING LOST, STOLEN, OR DESTROYED CHECKS

If a check is lost, stolen, or destroyed, the regional disbursing office which issued the check shall be notified of such fact immediately. Such matters come within the exclusive jurisdiction of the Treasury Department.

If a check is found or recovered after the regional disbursing office has been notified that such check was lost or stolen, the regional disbursing office shall be notified of such fact and requested to have the stoppage against such check withdrawn. The payee should be advised that the check should not be presented for payment for at least seven days after the regional disbursing office has been notified in order that the Treasury Department will have had sufficient time to withdraw the stoppage against the check.

All correspondence with the regional disbursing office concerning a check shall contain appropriate reference to the check number, amount and date of the check, and the name of the payee.

#### CASES INVOLVING DECEASED OR INCOMPETENT APPLICANTS

If a person who signed an application for payment dies or is declared incompetent by a court of competent jurisdiction before the check issued under such application for payment is received in the county office, the State office shall be advised of such fact as soon as possible and in addition shall be furnished with the name of the



executor, administrator, guardian, or other representative of the estate, if one has been appointed, or the names of the heirs of the deceased applicant in the event that an administrator or executor has not been appointed and no administration of the estate is contemplated. If the State office is notified of the death or incompetency of the applicant before payment under the original application for payment is issued, a corrected application for payment will be prepared and submitted to the county office to be signed by the administrator, executor, guardian, or heirs, as the case may be, and by a member of the county committee.

If a person who signed an application for payment dies or is declared incompetent by a court of competent jurisdiction before the check issued under such application for payment is cashed by the payee, such check shall be returned to the regional disbursing office which issued the check, accompanied by a letter indicating that the payee is deceased or incompetent. A copy of this letter should be sent to the State office.

Claims for the proceeds of such checks shall be submitted in duplicate on Standard Form 1055, entitled "Application for Payment of Amounts Due Deceased or Incompetent Civilian Employees, Officers, and Enlisted Men in the Military Service, and Public Creditors of the United States." Such claim should be filed by the executor, administrator, guardian, or committee of the estate, if one has been appointed and has qualified. If no representative of the decedent's estate has been appointed by a court of competent jurisdiction and no administration upon the decedent's estate is contemplated, claim should be filed by the person(s) entitled to share in the decedent's estate under the laws of descent and distribution of the State in which the decedent was domiciled at the time of his death. In the case of incompetency no claim should be filed until a guardian or committee is appointed and has qualified.

A. If the claim is to be submitted by an executor, administrator, guardian, or committee, Form 1055 should be prepared as follows:

1. Enter the name of the State and county in the spaces provided therefor in the upper left-hand corner of the form.
2. Enter in paragraph 1 the name of the executor, administrator, guardian, or committee making the claim; his street, city, county, and State address; the date of death or incompetency; the name of the decedent or incompetent; the city, county, and State in which the decedent or incompetent had his domicile at the time of death or incompetency; and whether the estate is that of a person who died testate or intestate or a person who was declared incompetent. If a decedent left no will he died intestate and if he left a will he died testate. Enter in the space provided therefor the applicable pronoun.
3. Enter in paragraph 2 the words "Public creditor under 1938 A. C. P., Application for Payment" followed by the State and county code and serial number of the application for payment. Enter in the spaces provided therefor the applicable pronouns.



4. Enter in paragraph 3 the amount due the decedent or incompetent for participation in the 1938 Agricultural Conservation Program in words and in figures. Enter in the spaces provided therefor the applicable pronouns.
  5. Enter in paragraph 4 the check number, the name of the drawer of the check, "G. F. Allen", the symbol number on such check, and the amount thereof in figures, which was issued to the decedent or incompetent.
  6. Enter in paragraph 5 the capacity in which the claimant is acting (executor, administrator, guardian, or committee); the name of the court (probate, district, county, etc.); the name of the county and State in which is located the court which issued to the claimant his letters of authority; and the name, address, and relationship of the relative or creditor responsible for administration upon the estate.
  7. Make no entries in paragraph 6.
  8. The representative of the estate should sign in the space provided for the signature of the applicant on the reverse side of form 1055 and his signature should be witnessed. The certificate of two corroborating witnesses and the notary public immediately below the spaces provided for the signature of the applicant need not be executed, if the letters of authority show the date of death or incompetency and the domicile of the decedent or incompetent. When a short form certificate of the letters of authority is used, care should be taken to see that such information is entered thereon by the clerk of the court. A short form certificate or a certified copy of the letters of authority should be attached to Form 1055. In the event the letters of authority were issued 9 months before the filing of such claim, a certified statement should be secured over the signature of the judge or clerk of the court which issued the letters of authority showing that such letters are still in full force and effect. Such certification should be attached to Form 1055.
- B. If the claim is to be submitted by the heirs or creditors of an estate in cases where there is to be no administration upon the estate, Form 1055 should be prepared as follows:
1. Complete Form 1055 through item 4 in the manner set forth in A, *supra*, entering the name of the heir, or creditor making the claim in lieu of the name of the representative of the estate.
  2. Make no entries in paragraph 5.
  3. Enter in paragraph 6 the assets of the estate other than the amount due from the Government; the approximate value thereof; the relationship of the claimant to the decedent or incompetent; whether the funeral expenses have been paid; the name of the person who paid the funeral expenses, and the amount thereof; whether the funeral expenses were paid out of funds belonging to the decedent's estate, or whether they were paid from the personal funds of the claimant; the name, *age*, and address and the relationship



- to the decedent of the heirs of the estate. Whether a person is an heir of an estate shall be determined by consulting the brief of the laws of descent and distribution furnished to the county office by the State committee. Indicate also in paragraph 6 whether any benefit, exemption, or allowance from the estate of the deceased has been made to the claimant and the extent thereof, and any additional facts upon which he bases his claim for the proceeds of the check.
4. The claimant should sign on the reverse side of the form in the space provided for the signature of the applicant and the signature should be witnessed. Also, the certificate of the two corroborating witnesses must be completely executed and signed by such witnesses. The certificate of the notary public must be completely executed and his signature entered in the space provided therefor.
  5. Each person whose name appears in paragraph 6 as an heir of the estate should sign Form 1055 as a claimant, or authorize an agent to sign on his behalf. Where an agent signs on behalf of a claimant, a duly executed power of attorney authorizing him to represent the claimant must be attached to Form 1055. If one or more of the heirs of the estate fail to sign Form 1055, the share of such heir or heirs in the payment due the estate will be withheld. If more than one person makes a claim on Form 1055, the respective interest of each claimant should be shown.
  6. In the event the funeral expenses of the decedent were paid by someone other than the claimant and were not paid from funds belonging to the estate of the decedent, the person who paid the funeral expenses will be entitled to make a claim on Form 1055 provided that there is attached to Form 1055 a receipt showing that he paid the funeral expenses. If such person does not wish to file a claim, he should execute part II of Form ACP-73, Waiver of Right to Claim Agricultural Conservation Payment(s). Any other creditor of the estate who does not wish to file a claim should execute part II of Form ACP-73. Such waiver when properly executed should be attached to Form 1055.
  7. In those cases where it appears that a widow or a widow and minor children are entitled to a share of the estate and there is a claim against the estate for funeral expenses or expenses of last illness, and the laws of the State relating to priority of claims of creditors do not clearly establish the priority of one of such claims, the creditor should execute part II of ACP-73 or the widow should execute part I of ACP-73 on behalf of herself and the minor children, in order to facilitate the approval of the claim by the General Accounting Office. Form ACP-73 when properly executed by the creditor or the widow should be attached to Form 1055.
  8. If a claim is submitted by a person who is not of legal age, letters of guardianship must be procured, or a statement in the form of an affidavit by a person acquainted with the



minor should be obtained to the effect that such minor is accustomed to the payment and receipt of monies and that he is competent to receive the proceeds of the check for which claim is filed; or a statement in the form of an affidavit must be procured from a person showing his relationship to the minor, that such minor is in his care, custody, and control, and that the proceeds of the check will be used for the maintenance and support of the minor. Such letters of guardianship or affidavits should be attached to Form 1055. Whether a person is of legal age may be determined by consulting the brief of the laws with respect thereto furnished by the State committee.

9. In those cases where the amount of the Government check involved exceeds \$500, claim should not be filed until an administrator or executor has been appointed and then only by the administrator or executor.

The county committee should permit anyone who wishes to do so to file a claim for the proceeds of a check issued to a deceased person. However, in those cases where the county committee knows or has reason to believe that a person other than the claimant is entitled to the proceeds of the check or a part thereof, a statement should be prepared setting forth the reasons why it is felt that such other persons are entitled to such payment and such statement should be signed by a member of the county committee and attached to Form 1055.

Care should be taken to see that Form 1055 is executed in every detail and in accordance with the instructions set forth herein. Failure to execute such form properly will result in the suspension of the claim and consequent delay in effecting settlement thereon. When Form No. 1055 has been properly executed, it shall be forwarded to the State office.

#### CASES INVOLVING ADJUSTMENTS

If, after an application for payment is signed and submitted to the State office, the county committee discovers that such application for payment was improperly executed in that it was signed by the wrong person, the data contained therein were incorrect, or Form NCR-226 was used when Form NCR-227 should have been used, or vice versa, the State office shall be advised of such fact by memorandum as soon as possible. Such memorandum shall indicate the nature of the error and shall contain a request that the necessary corrections be made. If necessary a corrected summary of performance shall be submitted to the State office with the memorandum.

If the county committee discovers an error in an application for payment after the check issued under such application for payment is received in the county office, such check shall be returned to the regional disbursing office which issued the check if it represents more than the amount due the applicant or shall be delivered to the applicant if it represents less than the amount due the applicant, who should be advised that the acceptance thereof will not prejudice his right to file a claim within a reasonable length of time for any bal-



ance due him. A memorandum signed by a member of the county committee indicating the nature of the error and requesting that the necessary corrections be made shall be forwarded to the State office. If necessary, a corrected summary of performance shall be submitted to the State office with the memorandum. If, as a result of the corrections, the applicant would be entitled to payment in an amount larger than the amount of the check issued under the original application for payment, a statement of the facts upon which the applicant bases his claim for additional payment shall be submitted to the State office. Such statement of facts shall indicate the State and county code and serial number of the original application for payment, the circumstances surrounding the erroneous execution of the original application for payment, the corrections to be made in the data thereon, and the check number and amount of the check issued under the original application for payment. Such statement of facts must be signed by the applicant.

If the county committee discovers an error in an application for payment before the check issued under such application for payment is received in the county office and the State office is not notified in time to stop payment under the original application for payment, the check issued under such application for payment shall be delivered to the payee if it represents less than the amount due or shall be returned to the regional disbursing office which issued the check if it represents more than the amount due and the case shall be handled in the manner set forth in the preceding paragraph.

If, as a result of an error in the regional disbursing office, the amount of a check differs from the amount shown on ACP-75 or the name of the payee on a check differs from the name on ACP-75, such check shall not be delivered to the payee but shall be returned to the regional disbursing office which issued the check with a request that a corrected check be issued. It will not be necessary to refer such matters to the State office.

#### CASES INVOLVING REFUNDS

If it is discovered that an applicant has received and cashed a check which is in an amount greater than the amount to which he is entitled, the State office shall be notified of such fact by memorandum as soon as possible and the applicant should be requested to refund the amount of the overpayment. If there is any doubt as to the amount of refund due, the State office should be consulted before the refund is made.

All refund remittances should be in the form of money orders, cashier's checks, or certified checks, and should be drawn to the order of "Treasurer of the United States." All refunds shall be sent to the State office together with a memorandum, in duplicate, indicating the amount of the refund, the form of the remittance (money order, cashier's check, certified check, etc.), the name of the bank upon which the check is drawn, the name of the applicant whose account is to be credited, the State and county code and serial number of the application for payment in connection with which the refund is made, and the reasons for making the refund. If any corrected

forms or additional data are necessary to permit a satisfactory settlement of the case to be made, such forms and data should accompany the refund to the State office.

If it is discovered that a check has been delivered to other than the proper person, the State office shall be notified of such fact by memorandum and the person who received and cashed the check should be requested to refund the amount of the check. Such refunds should be handled in the manner set forth in the preceding paragraph.





★ SEP 15 1938 ★

U. S. Department of Agriculture

Issued August 22, 1938.

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
NORTH CENTRAL DIVISION

INSTRUCTIONS RELATIVE TO HANDLING SUMMARIES OF PERFORMANCE  
AND APPLICATIONS FOR PAYMENT UNDER THE 1938 AGRICULTURAL  
CONSERVATION PROGRAM IN THE NORTH CENTRAL REGION

(Supplement No. 1)

NCR-223 is hereby amended as follows:

1. Part II is amended by adding at the bottom of page 3 the following new paragraph:

The cards, if any, which have been prepared for farms which are determined to be idle in accordance with the instructions contained in Supplement No. 4 to NCR-215 and for which restoration land goals were not established and on which the recommended measures for the prevention of wind and water erosion were carried out, should be removed from the card file since no payments or deductions will be made with respect to such farms.

2. Part IV is amended by adding at the end of the third complete paragraph on page 11, the following new paragraph:

If no entries appear in NCR-226, Section II, lines 1, 3, and 5, and Section III, line 12, or in NCR-227, Section I, lines 1, 3, and 5, and Section II, line 12, and the farm covered by such NCR-226 or NCR-227 is not considered as an idle farm in 1938, a statement indicating the reason such farm is not considered as an idle farm in 1938 shall be prepared and attached to the NCR-226 or NCR-227. Such statement should be in duplicate, should bear the State and county code and farm number of the farm, and should be signed by a member of the county committee. Such statement should be in a form similar to one of the following:

- (1) The farm bearing the above-indicated farm number was not idle in 1938 since \_\_\_\_\_ acres of \_\_\_\_\_ were seeded in 1938.
- (2) The failure to seed crops specified in Section XII of NCR-201 in 1938 on the farm bearing the above-indicated farm number was due to flood (or drought).
- (3) Tame grasses or legumes or mixtures thereof were pastured or cut for hay in 1938 on 50 percent or more of the cropland on the farm bearing the above-indicated farm number under the direction of or by the owner or operator.





RESERVE

1.42

N75B

Missing: 224-238



RESERVE  
1.75  
W128

W128-455 : 885-538